

Projektledning

Nivå: Foundation

RATING: 4,75/5 Based on 1304 Reviews

Under denna grundläggande projektledarutbildning får du genom verklighetstroga övningar de kunskaper och färdigheter som krävs för att leda projekt. Du lär dig centrala begrepp inom projektledning, effektiva projektledningsprocesser och introduceras till de ledaregenskaper som behövs för att framgångsrikt planera, leda och leverera projekt av olika storlek och omfattning.

[NYA, alternativa sätt att delta, LÄS MER HÄR >](#)

Key Features of this Project Management Training:

- Choose from **on-demand and instructor-led** blended learning options
- Exclusive LinkedIn group membership for peer and SME community support

You Will Learn How To:

- Använda bästa praxis för projektplanering enligt en beprövad process
- Bedöma och schemalägga arbete, varaktighet och kostnader
- Använda vanliga tekniker för riskhantering och riskminimering
- Leda ett projektteam och övervaka projektets progress

Choose the Training Solution That Best Fits Your Individual Needs or Organizational Goals

Blended Learning - On-Demand & Live Review Session

PRODUCT #70B2 - 8900 SEK

Unlimited annual access to:

- Interactive video lessons, learning assessments, and games
- Earn PMI PDUs for self-directed learning
- Instructor email support and student discussion board
- Practise exams
- 1-day instructor-led training course

Live, Instructor-Led - In Class & Live, Online Training

PRODUCT #296 - 18000 SEK

- 3-day instructor-led training course
- Earn 17 PMI PDUs
- Earn 17 NASBA CPEs
- One-on-one after-course instructor coaching included
- Practise exams and Learning Tree end-of-course exam included
- Tuition fee can be paid later by invoice -OR- at the time of checkout by credit card

Premium Training - Unlimited Access to Everything

PRODUCT #70B3 - 21900 SEK

Unlimited annual access to:

- 3-day instructor-led training course
- 1-day instructor-led review sessions
- Interactive video lessons, learning assessments, games, and practise exams

- Earn PMI PDUs & NASBA CPEs (live, in-class training only)
- One-on-one after-course instructor coaching
- Learning Tree end-of-course exam included

Training at Your Site - Team Training

PRODUCT #296 - 18000 SEK

- Bring this or any training to your organisation
- Full - scale program development
- Delivered when, where, and how you want it
- Blended learning models
- Tailored content
- Expert team coaching

On-Demand & Live Review Session

Project Management Blended Training Information

- **Project Management Blended Training Description**

This product offers access to a fully interactive Project Management Fundamentals course. At any time during your annual access to this offering, you may attend one of our 1-day review sessions focused specifically on Project Management Fundamentals (4621).

On-Demand Training Outline

- **On-Demand Course List**

- Module 01: Introduction to PM City
- Module 02: About Project Management Professional and the PMP Exam
- Module 03: Projects and Project Management
- Module 04: Project Environments and Documents
- Module 05: PMI Application Guidance
- Module 06: Role of Project Manager
- Module 07: Project Integration Management
- Module 08: Project Scope Management
- Module 09: Project Schedule Management
- Module 10: Three-Point Estimation for Durations Extended Explanation
- Module 11: Relationship Types Extended Explanation
- Module 12: Critical Path Extended Explanation
- Module 13: Project Cost Management
- Module 14: Earned Value Management
- Module 15: Project Quality Management
- Module 16: Project Risk Management
- Module 17: Project Resource Management
- Module 18: Project Communications Management
- Module 19: Project Procurement Management
- Module 20: Project Stakeholder Management

Project Management Training FAQs

- **What background do I need?**

No specific experience is required.

- **Is the on-demand content the same as the 3-day instructor class?**

The content and concepts are very similar but the on-demand class is not a recorded version of the instructor-led class. The content has been re-imagined here to be presented in an digital, self-guided format.

- **What will I receive in the self-guided, interactive course?**

- 35 hours of content
- A printable student guide
- Interactive video lessons with personalised navigation

- Instructor email support
- A student discussion board where you can engage and chat with other students
- Interactive games
- Interactive learning assessments
- Whiteboard drawings and explanations for deeper concepts
- Practise exams

- **How will I access my course materials if I choose this method?**

Once payment is received, you will receive an email from Learning Tree with all the links and information you need to get started.

- **How can I sign up for a review session?**

Once you are enrolled in the program, specific details and dates will be sent to you.

One Day Instructor-Led Review

You'll be able to register for a Training Review Session at any time after you've placed your order.

In Class & Live, Online Training

Project Management Instructor-Led Course Information

- **Project Manager Training Course Description**

This introduction to project management training course includes 17 hours of Instructor-Led Training (ILT) or Virtual Instructor-Led Training (VILT) presented by a real-world project management expert instructor. Through a media-enhanced, simulated case study, you learn project management skills needed to successfully plan, manage and deliver projects using best practises in a 5-step process. At the end of the course, you have access to templates and checklists for use back at the workplace. Key features include:

- Learn practical application of project management best practises
- Instructors provide real-life experiences to provide context to theory
- Leave class with a framework and tools that you can immediately apply to your projects

- **Industry Credits & Certification**

This project management skills training course offers you the opportunity to earn the following industry credits and certifications:

- [Earn 17 PDUs endorsed by Project Management Institute](#)
- [17 NASBA Credits](#) (live, in-class attendance required)

- **Project Management Learning Path**

This course is part of Learning Tree's Project Management Learning Path. Chart your course to success today! [View Learning Tree's Project Management Learning Path](#) >

Project Management Instructor-Led Course Outline

- **Introduktion**

- Leda projektprocesserna och hantera problemen
- Ta fram en realistisk och genomförbar plan för projektet
- Arbeta inom ramarna för projektet

- **Dra igång ditt projekt**

Projektramverk för framgång

- Hantera input och output
- Balansera typiska utmaningar inom projektledning
- Välja och tillämpa bästa praxis

Viktiga projektledningsfärdigheter

- Bygga upp och styra teamets effektivitet
- Ta ansvar för kulturen i teamet

Ta fram ett projektdirektiv

- Definiera tydliga projektmål
- Fastställa och förtydliga målen
- Definiera viktiga leveranser i projektet
- Vinna intressenternas engagemang

• **Projektplanering med 6-stegsmetoden**

Definiera arbetsbelastningen i projektet

- Fastställa projektets omfattning med WBS (Work Breakdown Structures)
- Föra ner planen till aktivitetsnivå
- Gör en första bedömning av projektkostnaderna

Ta fram säkra beräkningar

- Effektiva sätt att göra bättre beräkningar
- Skilja mellan arbete, tidsåtgång och resurser
- Använda trepunktsestimeringar för att öka exaktheten
- Leda beräkningsprocessen

Tidsplanera projektet

- Omvandla WBS till en arbetsordning
- Fastställa kritiska linjen-aktiviteterna
- Skapa diagram över beroenden
- Beräkna projektets längd

Ta fram projektets tidslinje

- Skapa tydliga och läsbara Gantt-scheman
- Utnyttja ledigt utrymme (slack) i tidsplanen effektivt
- Ställa upp viktiga milstolpar för att styra projektet

Utveckla en riskhanteringsprocess

- Identifiera risker och antaganden i projektet
- Bedöma riskernas effekter
- Strategier för riskhantering
- Hantera viktiga risker med hjälp av riskregistret
- Minska riskerna genom alternativa planer

Få resurser och arbetsuppgifter att stämma överens

- Identifiera vilka resurser ditt projekt behöver
- Tilldela resurser till aktiviteterna
- Analysera resursanvändningen i tidsplanen
- Optimera resursanvändningen
- Förbereda och fastställa aktiviteterna

• **Driva projektet**

Skapa en effektiv kontrollprocess

- Upprätta rutiner för förändringsarbete
- Presentera projektplanen för att få den godkänd
- Fastställa ett grundtidsschema

Implementera planen

- Övervaka hur projektuppgifterna fortlöper
- Jämföra vad som utträttats med grundtidsplanen
- Notera varningar om kommande problem
- Engagera teammedlemmar för maximal produktivitet

Spåra och rapportera hur projektet fortlöper

- Jämföra resultat för planerade och faktiska uppgifter
- Analysera hur variation påverkar planen
- Undvika fällan "90 procent klart"
- Forcera kritiska linjen-uppgifterna
- Implementera, korrigera och optimera strategier för att nå projektets mål

Leda under hela projektets livscykel

- Förmedla status för projektet till intressenter
- Hantera vanliga projektscenarion
- Bygga upp ansvarstagande, motivation och engagemang i hela teamet

• Avsluta projektet på ett framgångsrikt sätt

- Leda systematisk projektavslutning
- Vikten av att göra en granskning i efterhand
- Dokumentera gemensamma och personliga erfarenheter från projektet

Project Management Training FAQs

• What does a project manager do?

Project managers facilitate the execution of a project, from planning and development, managing teams and stakeholders, and managing time, scope, and budget. The project manager is responsible for the success (or failure) of the project, and success in project management is dependent on having a solid foundation in project management principles and practises.

• What is a project manager certification that I could earn as a new project manager?

A good foundational certification for those just starting out in the project management field is PMI's Certified Associate in Project Management (CAPM)[®] certification. Learning Tree offers training on a variety of popular project management certifications.

[View Project Management Certification Training >](#)

• What are project management skills that can help a new project manager the most?

This course introduces best-practice techniques and a project management skill set that can immediately improve your project management performance back on the job. The project manager skills needed to implement project management processes, develop leadership skills, and respond effectively to real-world project management scenarios are covered in this course.

• What is a project manager salary?

The salary of a project manager can vary based on many factors, including location and experience level. Earning a project management certification can increase salary ranges. The current average salary for a project manager in the United States is [over \\$80,000 per year](#).

• How do I receive my PMI PDU credits?

Follow the directions on our [PMI PDU page](#) for instructions on how to submit for PDU credit.

Unlimited Access to Everything

Project Management Unlimited Access Bundle Information

• Project Management Unlimited Access Training Bundle Description

This product offers access to a fully interactive Project Management Fundamentals course. At any time during your annual access to this offering, you may attend one of our 1-day review sessions focused specifically on Project Management Fundamentals (4621). Enrolling in this bundle also grants you access to any of our multi-day Introduction to Project Management (296) course events.

• Industry Credits & Certification

This project management skills training course offers you the opportunity to earn the following industry credits and certifications:

- [23 PDUs endorsed by Project Management Institute](#)
- Earn PMI PDUs for self-directed learning
- [23 NASBA Credits](#) (live, in-class attendance required)

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One Day Instructor-Led Review

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Team Training

Schedule of events

I klassrum — ELLER — Live, Online

Pris — Ordinarie : 18000 SEK SEK

20 - 22 feb Stockholm / Online (AnyWare) (3 dagar)

15 - 17 maj Stockholm / Online (AnyWare) (3 dagar)

4 - 6 sep Stockholm / Online (AnyWare) (3 dagar)

4 - 6 dec Stockholm / Online (AnyWare) (3 dagar)

Kurser i Storbritannien, när du deltar online via AnyWare går kursen 10:00-17:30 CET (svensk tid)

8 - 10 jan London / Online (AnyWare)** (3 dagar)

13 - 15 mar London / Online (AnyWare) (3 dagar)

10 - 12 jul London / Online (AnyWare) (3 dagar)

13 - 15 nov London / Online (AnyWare) (3 dagar)

Kurser i USA/Kanada, när du deltar online via AnyWare går kursen 15:00-22:30 CET (svensk tid)

19 - 21 dec New York / Online (AnyWare)** (3 dagar)

8 - 10 jan Ottawa / Online (AnyWare)** (3 dagar)

23 - 25 jan Online (AnyWare)** (3 dagar)

29 - 31 jan New York / Online (AnyWare)** (3 dagar)

20 - 22 mar New York / Online (AnyWare) (3 dagar)

24 - 26 apr Alexandria, VA / Online (AnyWare) (3 dagar)

10 - 12 jul Ottawa / Online (AnyWare) (3 dagar)

24 - 26 jul Online (AnyWare) (3 dagar)

7 - 9 aug Toronto / Online (AnyWare) (3 dagar)

25 - 27 sep Alexandria, VA / Online (AnyWare) (3 dagar)